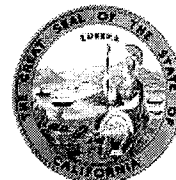




State of California—Health and Human Services Agency
Department of Health Services



ARNOLD SCHWARZENEGGER
Governor

December 19, 2006

Notice to Prospective Applicants

This is an invitation to apply for funding to engage in the activities outlined in the attached Request for Application (RFA) entitled, "Battered Women's Shelter Program (BWSP) SafeNetwork Domestic Violence Website". In submitting an application, please comply with the instructions herein.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at the following Internet site: <http://www.ols.dgs.ca.gov/Standard+Language/default.htm>. If a prospective applicant does not have Internet access, a hard copy can be obtained by contacting the signee.

I. Application Due Date

The California Department of Health Services, Maternal, Child and Adolescent Health/Office of Family Planning (MCAH/OFP) Branch must receive the application response no later than **4:00 p.m. on February 6, 2007**. Refer to the attached RFA for detailed submission instructions.

II. "Voluntary" Non-Binding Letter of Intent

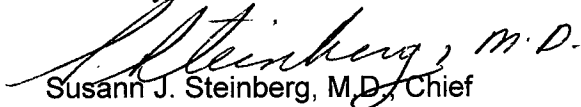
In this procurement, prospective applicants are asked to voluntarily submit a non-binding Letter of Intent. See the RFA for detailed Letter of Intent submission instructions.

III. Questions

In the opinion of the CDHS, this RFA is complete and without need of explanation. However, if questions arise or there is a need for clarifying information, please put all inquiries in writing and transmit them to CDHS according to the instructions in the RFA section entitled, "Questions".

Thank you for expressing an interest in our service needs.

Sincerely,


Susann J. Steinberg, M.D., Chief
Maternal, Child & Adolescent Health/
Office of Family Planning Branch

Enclosures



Request for Applications #07-65009

Battered Women's Shelter Program (BWSP)
SafeNetwork Domestic Violence Website

California Department of Health Services
Primary Care and Family Health
Maternal, Child and Adolescent Health/
Office of Family Planning Branch
MS Code 8305
1615 Capitol Avenue
P.O. Box 997420
Sacramento, CA 95899-7420

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A. Introduction and Background

1. Introduction

The State of California, Department of Health Services (CDHS), Maternal, Child and Adolescent Health/Office of Family Planning (MCAH/OFP) Branch, Battered Women's Shelter Program (BWSP), is pleased to announce the availability of funds and is soliciting applications from eligible organizations that are able to perform the services outlined in the section entitled, "Scope of Work" and fully displayed in Exhibit A, Scope of Work/Project Description.

The funds from this Request for Application (RFA) will be directed to provide domestic violence advocates and the BWSP with an electronic infrastructure that facilitates the sharing of information, resources, and networking throughout the State. The www.safenetwork.net website has been developed by the BWSP for this purpose. The overall goal for this project is to provide BWSP service providers with a website that is interactive, informational, resourceful, and includes forms to collect data and information for ongoing reporting requirements. It is imperative that the www.safenetwork.net website continue to evolve as a centralized contact point and repository of domestic violence program resources, tools for management of non-profit domestic violence agencies, and grant management tools for BWSP funded agencies.

2. Background

The MCAH/OFP Branch funds 94 domestic violence shelter agencies to provide direct services, prevention activities, and also to provide services to reach unserved/underserved populations. CDHS receives State general funds to address the following statewide issues:

- Approximately 6% of California women were physically abused by an intimate partner in the last 12 months. More than 40% of those were abused by an intimate partner in their lifetime.
- In 2003, 151 women were killed in California by husbands, ex-husbands, boyfriends, ex-boyfriends, partners or former partners.
- California law enforcement received 194,000 domestic violence calls in 2003 of which 106,000 involved weapons, including firearms and knives.

3. Mission Statement

The mission of the MCAH/OFP Branch is to develop systems that protect and improve the health of California's women of reproductive age, infants, children, adolescents and their families, and to make available to citizens of the State who are of childbearing age comprehensive medical knowledge, assistance, and services relating to the planning of families.

As part of its overall mission, the MCAH/OFP Branch is committed to protecting battered women and their children against the ongoing infliction and threat of physical, sexual, and psychological abuse by past or present intimate partners. The goals of the BWSP are to:

- Provide comprehensive shelter-based domestic violence services to battered women and their children.
- Reduce domestic violence in California, and
- Ensure access to services for non-traditional users of domestic violence services.

4. Authorizing Legislation and/or Governing Regulations

Authority Type	Applicable Citation
State Statutes	California Health and Safety Code Section 124250 and 124251 (Chapter 599, Statutes of 1994).

B. Funding Purpose and Objectives

The CDHS, MCAH/OFP Branch, BWSP announces the availability of funds for ongoing development and maintenance of the existing BWSP SafeNetwork domestic violence website.

The funds re intended to provide information via the *SafeNetwork* website to agencies located throughout California that offer domestic violence services and programs which are funded by BWSP. The goal of this website is to strengthen organizational capacity to deliver programs and services, and to enhance the ability within communities to reduce and prevent domestic violence. It is expected that the contractor awarded funding through this Agreement this RFA will adopt and adapt the current systems and approaches designed through the previous BWSP website projects when applicable, as well as designing new and improved systems and approaches.

The contractor will be responsible for ongoing activities that include, but are not limited to:

- format and upload files onto the website;
- identify linkages to potential domestic violence resources on the Internet;
- assess and revise website content and format;
- design and create website databases, maintenance, and upgrade of existing databases;
- develop online surveys and forms;
- maintain a calendar for domestic violence activities and events;
- collect information monthly from various contributors, including BWSP, other CDHS programs, Office of Emergency Services, statewide agencies and coalitions, BWSP grantees, Domestic Violence Unserved/Underserved Training and Technical Assistance contractors, and other key information holders as identified; and
- complete other tasks to ensure the integrity and usefulness of the website.

The contractor will be required to provide technical assistance to users of the *SafeNetwork* website on system issues through online, telephone, fax or other means as appropriate. In addition, the contractor is required to maintain and moderate the current BWSP listserve, *SafeNetwork* Talk (Sntalk). The online resource directory of California domestic violence service providers includes a brief outline of services provided by approximately 200 agencies, including BWSP grantees and other domestic violence service providers located throughout California. The contractor will be required to update and revise the resource directory, which will include:

- developing a survey;
- disseminating the survey via email and posting online to all current directory agencies, and other organizations as identified;
- following up via telephone contact with all agencies and organizations who have not responded to the survey; and
- revising the online directory, as necessary.

The current directory can be found online at the *SafeNetwork* website, www.safenetwork.net.

C. Funding Availability**1. Funding Amount**

Funds are available for a 36 month project period, beginning July 1, 2007, and ending June 30, 2010, subject to the annual appropriation of funds.

- a. A maximum funding amount of \$255,000 is available to fund the award resulting from this RFA. Funding is limited to the following amounts for the duration of this program:
 - 1) \$85,000.00 for the budget period of 07/01/2007 through 06/30/08
 - 2) \$85,000.00 for the budget period of 07/01/2008 through 06/30/09
 - 3) \$85,000.00 for the budget period of 07/01/2009 through 06/30/10
- b. Funding for each state fiscal year is subject to an annual appropriation by the State Legislature. If full funding does not become available, CDHS will either cancel the resulting agreement or amend it to reflect reduced funding and reduced activities. Continuation of funding beyond the first state fiscal year is also subject to the applicant's successful compliance to all agreement requirements. Funds set aside for expenditure in one budget period may not be carried or rolled forward to cover expenses incurred in a subsequent budget period.

2. Number of Awards

The MCAH/OFP Branch expects to make one award to the eligible and qualified applicant that earns the highest total score in the application evaluation process. The MCAH/OFP Branch reserves the right to determine the appropriate funding level to be awarded to the eligible and qualified applicant based on program policies and procedures.

3. Use of Funds

The funds provided through this RFA are awarded for a specifically defined purpose and may not be used for any other purpose or program that is not delineated here or in the Scope of Work.

Funds may not be used to:

- a. Purchase equipment
- b. Reimburse costs incurred prior to effective date of the resulting agreement
- c. Reimburse costs currently covered by another CDHS grant or contract
- d. Reimburse costs that are not consistent or allowable according to local, state, and/or federal guidelines and regulations
- e. Supplement state or local health department funds
- f. Provide direct medical care

4. Matching Fund Requirements

The award made pursuant to this RFA is not subject to a funding match requirement.

D. Eligibility Criteria**1. Eligible Applicants**

It is the intent of the MCAH/OFP Branch to fund an agency that demonstrates the ability and experience with website development and maintenance, knowledge of domestic violence issues, and connections with domestic violence providers, researchers, coalitions and other organizations both statewide and nationally.

Applicants may apply for funding as a single organization or as a consortium of organizations defined for the purposes of this RFA as a “collaborative”. A collaborative involves the joint effort of two or more eligible organizations that together intend to implement the project.

A collaborative application must be submitted by a single eligible organization that applies on behalf of itself and its collaborating partners and will act as the lead agency. The lead agency shall be solely responsible for overall financial administration and project coordination and implementation. When determining qualification and other application requirements for a collaborative, CDHS will jointly consider the combined experience, efforts, and resources of all participating organizations. If a collaborative application is funded, the resulting agreement will be entered into between CDHS and the applicant or lead agency.

An applicant can apply for funding as a single organization or as part of a collaborative but not both. However, a single organization can apply for funding as a collaborating partner in more than one application. Eligible applicants are limited to:

- a. Units of local government agencies including, but not limited to cities, counties, and other government bodies or special districts.
- b. State/public colleges or universities also known as institutions of higher education.
- c. Public and/or private nonprofit organizations classified as 501 (c) (3) tax exempt under the Internal Revenue Code.

E. Proposed Award Schedule

Below is the tentative award schedule for this funding announcement. All applicants are advised of the following schedule and will be expected to adhere to the required dates and times.

Event	Date	Time (If applicable)
RFA Released	December 19, 2006	
Questions Due	December 28, 2006	4:00 p.m.
Voluntary Letter of Intent Due	January 4, 2007	4:00 p.m.

Event	Date	Time (If applicable)
Applications Due	February 6, 2007	4:00 p.m.
Intent to Award Notice Posted	February 27, 2007	
Appeals Due	March 6, 2007	4:00 p.m.
Decisions on Appeals	March 21, 2007	
Proposed Agreement Start Date	July 1, 2007	

F. Agreement Term

The term of the resulting agreement is expected to be 36 months and is anticipated to be effective from July 1, 2007 through June 30, 2010. The agreement term may change if CDHS makes the award earlier than expected or if CDHS cannot execute agreements in a timely manner due to unforeseen delays.

The resulting agreement will be of no force or effect until it is signed by both parties and approved by the Department of General Services, if such approval is required. The Contractor is cautioned not to commence performance until all approvals are obtained. Should performance commence before all approvals are obtained, said services may be considered to have been volunteered if all approvals are not obtained.

G. Questions

Immediately notify CDHS if there is a need for clarification about the services sought or questions arise regarding the RFA instructions or requirements. Put all questions in writing and transmit them to CDHS as instructed below. At its discretion, CDHS reserves the right to contact an inquirer to seek clarification of any inquiry received.

Applicants that fail to report a known or suspected problem with this RFA or fail to seek clarification and/or correction of this RFA shall submit an application at its own risk.

Following the question submission deadline, CDHS will summarize all general questions and issues raised and mail, email, or fax the summary and responses to all organizations that received this RFA or requested this information. If the response to an inquiry is determined to be of value to only the inquirer, CDHS will only transmit the question and response to that organization. To the extent practical, inquiries shall remain as submitted. However, CDHS may at its discretion, consolidate and/or paraphrase similar or related inquiries.

1. What to include in an inquiry

- Name of inquirer, name of organization being represented, mailing address, area code and telephone number, fax number, and email address (if applicable).
- A description of the subject or issue in question or RFA discrepancy found.
- RFA section, page number or other information useful in identifying the specific problem or issue in question.
- Remedy sought, if any.

2. Question deadline

Regardless of delivery method, written inquiries must be received no later than **4:00 p.m. on December 28, 2006**. Errors in the RFA or its instructions may be reported up to the application submission date.

3. How to submit questions

Submit inquiries using one of the following methods.

U.S. Mail, Hand Delivery or Overnight Express:	Fax:
Questions – RFA 07-65009 Department of Health Services Maternal, Child and Adolescent Health/ Office of Family Planning Branch Pete Wan-Dremel, Contract Manager 1615 Capitol Avenue, MS Code 8305 P.O. Box 997420 Sacramento, CA 95899-7420 Phone: (916) 650-0339	Questions – RFA 07-65009 Department of Health Services Maternal, Child and Adolescent Health/ Office of Family Planning Branch Pete Wan-Dremel, Contract Manager Fax: (916) 650-0309
Email: Pwandrem@dhs.ca.gov Insert “ Questions – RFA 07-65009 BWSP SafeNetwork Domestic Violence Website ” in the subject line of each inquiry.	

Applicants submitting inquiries by fax or email are responsible for confirming the receipt of all materials transmitted to CDHS by the question deadline.

Call Pete Wan-Dremel at (916) 650-0339 to confirm faxed transmissions.

Applicant warning

CDHS’ internal processing of U.S. mail may add 48 hours or more to the delivery time. If questions are mailed, consider using certified or registered mail and request a receipt upon delivery.

If choosing hand delivery, allow sufficient time to locate on street metered parking and to sign-in at the security desk. Be prepared to give security personnel this telephone number (916) 650-0339 and the CDHS personnel contact name, Pete Wan-Dremel, if detained at the security desk.

4. Verbal questions

Verbal inquiries will not be accepted. All inquiries must be transmitted in written form according to the above RFA instructions.

H. Pre-Application Conference

A Pre-Application Conference will not be held for this procurement.

I. Reasonable Accommodations

For individuals with disabilities, CDHS will provide assistive services such as reading or writing assistance, and conversion of the Request for Application (RFA), questions/answers, RFA Addenda, or other Administrative Notices into Braille, large print, audiocassette, or computer disk. To request copies of written materials in an alternate format, please call the number below to arrange for reasonable accommodations.

Pete Wan-Dremel, Contract Manager
Maternal, Child and Adolescent Health/
Office of Family Planning Branch
Program telephone number (916) 650-0339
(TTY) California Relay telephone number 711 – 1-800-735-2929

NOTE: The range of assistive services available may be limited if requestors cannot allow ten or more State working days prior to date the alternate format material is needed.

J. Voluntary Letter of Intent

1. General information

Prospective applicants are asked to voluntarily indicate either their intention to submit an application or to indicate the reason(s) for not submitting an application. Failure to submit a Letter of Intent will not affect the acceptance of any application. The Letter of Intent is not binding and prospective applicants are not required to submit an application merely because a Letter of Intent is submitted. **Use the Sample Letter of Intent (Appendix 2) for this purpose.**

2. Submitting a Letter of Intent

Regardless of delivery method, the voluntary Letter of Intent must be received by **4:00 p.m. on January 4, 2007.**

Submit the Letter of Intent using one of the following methods.

U.S. Mail, Hand Delivery or Overnight Express:	Fax:
Letter of Intent – RFA#07-65009 Department of Health Services Maternal, Child and Adolescent Health/ Office of Family Planning Branch Pete Wan-Dremel, Contract Manager 1615 Capitol Avenue, MS Code 8305 P.O. Box 997420 Sacramento, CA 95899-7420 Phone: (916) 650-0339	Letter of Intent – RFA #07-65009 Department of Health Services Maternal, Child and Adolescent Health/ Office of Family Planning Branch Pete Wan-Dremel, Contract Manager Fax: (916) 650-0309
Email: Pwandrem@dhs.ca.gov Insert “ Letter of Intent – RFA 07-65009 BWSP SafeNetwork Domestic Violence Website ” in the subject line of each inquiry.	

Applicants transmitting a Letter of Intent by fax or email are responsible for confirming the receipt of the materials transmitted to CDHS by the stated deadline.

Call Pete Wan-Dremel, Contract Manager at (916) 650-0339 to confirm faxed transmissions.

3. Applicant warning

CDHS’ internal processing of U.S. mail may add 48 hours or more to the delivery time. If the Letter of Intent is mailed, consider using certified or registered mail and request a receipt upon delivery.

If hand delivery is chosen, allow sufficient time to locate on street metered parking and to sign-in at the security desk. Be prepared to give security personnel this telephone number (916) 650-0339 and this CDHS personnel contact name, Pete Wan-Dremel, if detained at the security desk.

K. Scope of Work / Project Description

See Exhibit A entitled, “Scope of Work” that is included in the Sample Contract Forms and Exhibits section of this RFA. Exhibit A contains a detailed description of the services and work to be performed as a result of this procurement.

L. Competition Requirements

Single organization applicants

Failure to meet the following requirements will be grounds for CDHS to deem an applicant non-responsive and/or ineligible for funding. Evaluators may choose not to thoroughly review or score applications that fail to meet these requirements. By submitting an application in response to this RFA, each applicant acknowledges it meets the following requirements.

Joint collaborative

Failure of a collaborative applicant to meet the following requirements will be grounds for CDHS to deem an applicant non-responsive and/or ineligible for funding. Evaluators may choose not to thoroughly review or score applications that fail to meet these requirements. By submitting an application in response to this RFA, each collaborative applicant acknowledges that the lead agency and its participating partners jointly meet the following requirements.

Applicants must demonstrate at a minimum, the expertise, experience and capability in the following areas:

1. At least three consecutive years of experience in each of the areas listed below. It is preferred that the experience is recent, within the past five years, and it is possible to attain the experience types listed below during the same time period. Applicants must have experience:
 - a. Accessing and managing Internet resources;
 - b. Designing and maintaining web pages;
 - c. Developing online surveys and forms;
 - d. Creating and moderating listserves, chatrooms, and other online communication formats
 - e. Designing and implementing technical assistance resources for users;
 - f. Establishing and maintaining relationships with domestic violence service providers, researchers, and other domestic violence programs and/or coalitions;
 - g. Addressing or dealing with domestic violence issues including, but not limited to, its dynamics, special issues for unserved/underserved communities, on-line safety and privacy, and confidentiality for domestic violence victims accessing information on-line.
2. Corporations must certify they are in good standing and qualified to conduct business in California.
3. Non-profit organizations must certify they are eligible to claim nonprofit status.
4. Applicant must be willing and able to comply with all terms and conditions outlined in the RFA section entitled "Contractual Terms and Conditions" and those appearing in the cited exhibits.
5. Applicants must certify they are financially stable and solvent and have adequate cash reserves to meet all financial obligations while awaiting reimbursement from the State.
6. Applicants must agree to contain their indirect costs at a percentage rate not to exceed **15%** of total personnel costs excluding benefits.

M. Application Format and Content Requirements**1. General instructions**

- a. Develop applications by following all RFA instructions and/or clarifications issued by CDHS in the form of question and answer notices, clarification notices, or RFA addenda.

- b. Before submitting your application, seek timely written clarification of any requirements or instructions that you believe to be vague, unclear or that you do not fully understand.
- c. Arrange for the timely delivery of your application package(s) to the address specified in this RFA. Do not wait until shortly before the deadline to submit your application.

2. Format requirements

- a. Submit **one (1)** original application and **five (5)** copies or sets.
 - 1) Write “**Original**” on the original application.
 - 2) Each application set should be complete with a copy of all applicable attachments and documentation.
- b. Format the narrative portion of the application as follows:
 - 1) Use one-inch (1”) margins at the top, bottom, and both sides.
 - 2) Use a font size of not less than **11** points.
 - 3) Print pages single-sided on white paper.
 - 4) Sequentially paginate the pages in each application section, excluding the Forms Section and Appendix Section.
- c. Bind or staple each application set in the upper left-hand corner in a way that enables easy page removal. Loose leaf or three-ring binders are acceptable.
- d. All RFA attachments that require a signature must be signed in ink, preferably in a color other than black.
 - 1) Have a person who is authorized to bind the applicant sign each RFA attachment that requires a signature. Signature stamps are not acceptable.
 - 2) Place the originally signed attachments in the application set marked “Original”.
 - 3) The RFA attachments and other documentation placed in the extra application sets may reflect photocopied signatures.

3. Application content

This section specifies the order and content of each application. Assemble the materials in each application set in the following order:

a. Application Cover Page

A person authorized to bind the Applicant must sign the Application Cover Page (**Attachment 1**). If the Applicant is a corporation, a person authorized by the Board of Directors to sign on behalf of the Board must sign the Application Cover Page.

b. Table of Contents

Properly identify each section and the contents therein. Paginate all items in each section with the exception of those items placed in the Forms Section and Appendix Section.

c. Abstract

The Abstract must not exceed **three (3)** pages in length. Evaluators may not review or evaluate excess pages.

In preparing the Abstract, do not simply restate or paraphrase information in this RFA. Describe or demonstrate, in your own words, the following information as it relates to your needs.

- 1) Amount of funds requested for entire agreement term.
- 2) Indicate whether the proposed project will involve a single entity or a collaborative effort by more than one organization. If a collaborative effort is indicated, identify the collaborative organizations and the primary roles of each organization.
- 3) Target audience information.
- 4) Describe the consequences that will result if your application is not funded or not fully funded.
- 5) How you will effectively integrate this project into your current obligations and existing workload.
- 6) Describe how organizations in the community may/will contribute to the project.

d. Statement of Needs

Describe the results you are striving to achieve through this funding opportunity, including:

- 1) What problems, obstacles, and/or issues will be addressed?
- 2) What service gaps will be met or improved?
- 3) What conditions will be changed?
- 4) What short or long term goals and/or objectives will be accomplished?
- 5) What health indicators will be impacted and how?

e. Agency Capability section

- 1) **Non-profit Organizations Only** Include a brief history of your organization, including:
 - a) Date of establishment. If applicable, explain any significant changes in your business history (i.e., name change, ownership, partnership arrangements, etc.) or organizational structure that will assist CDHS in determining your qualifications.
 - b) Include a list of the persons that comprise your organization's Board of Directors.
- 2) **All Applicants** Include the following information about your organization:
 - a) Your organization's mission and those goals that are relevant, closely related, or will complement the services outlined in the Scope of Work.
 - b) Briefly describe your organization's greatest accomplishments that are related and/or relevant to the services outlined in the Scope of Work.
 - c) Describe relationships, such as partnerships, collaborations, or arrangements with other service providers in the community that your organization is engaged in to ensure effective delivery of services.

3) **All Applicants**

Describe the experience that qualifies your organization to undertake the services outlined in the Scope of Work. At a minimum, demonstrate your organization's possession of the experience types listed below. For each experience type possessed, briefly explain the nature of your organization's experience and time period during which the experience occurred. In order to fulfill the requirements as set forth in this RFA, applicants must possess the following areas of expertise and should focus their descriptions on the following experience:

- a. Previous experience in establishing, collaborating, and maintaining relationships with domestic violence service providers and programs, partnerships, coalitions, and/or policy makers;
- b. Previous experience and competency with website development, design, and maintenance; including accessing and managing internet resources, designing and maintaining web pages; developing online survey and forms; creating and moderating listserves, chatrooms, and other online communication formats;
- c. Previous experience in developing, analyzing, and interpreting needs assessments;
- d. Previous experience in developing marketing plans;
- e. Previous experience in designing, coordinating, and developing a website that is culturally, linguistically and scientifically competent and appropriate for different audiences;
- f. Previous experience in designing and implementing technical assistance resources for users;
- g. Previous experience in addressing or dealing with domestic violence issues including but not limited to, its dynamics, special issues for unserved or underserved communities, and on-line safety and privacy, and confidentiality for domestic violence victims accessing information on-line;
- h. The ability to describe the Applicant's current computer-based technology, capabilities and activities operating within the applicant agency, including how these aspects are

integrated into day-to-day agency operations, and how these capabilities will be utilized in the provision of proposed website activities.

These criteria may be met through the combined agency capability of more than one agency if applying as a collaborative, or through qualified subcontractors.

f. Work Plan section

1) Overview

- a) Complete Work Plan (**Attachment 7**) to ensure you comply with all Work Plan content requirements. When completing the Work Plan, you may create like images or computerized reproductions of this attachment. Use as many pages as are necessary to display your Work Plan.
- b) CDHS is interested in applications that provide well-organized, comprehensive and technically sound business solutions. Vague explanations will undermine your organization's credibility and may result in reduced application scores.
- c) The Work Plan must include an in-depth discussion and description of the methods, approaches and step-by-step actions that will be carried out to fulfill all Scope of Work requirements.

If the nature of a task or function hinders specific delineation of in-depth methods and procedures (e.g., a task is dependent upon a future action or multiple approaches may be used), explain the probable methods, approaches or procedures that you will use to accomplish the task or function. Also, describe, in this instance, how you will propose the ultimate strategies and detailed plans to CDHS for full consideration and approval before you proceed to carry out those aspects of the project.

- d) If, for any reason, the Work Plan does not wholly address each Scope of Work requirement, fully explain each omission.

2) Rejection or alteration of activities, tasks, or functions

- a) If the number of responsive and qualified applications prevents CDHS from providing funds in the full amount requested, CDHS reserves the right to enter into negotiations with responsive applicant(s) to perform alternate or reduced services at a reduced agreement amount.
- b) If full funding in the current or future years does not become available or is reduced, CDHS reserves the right to re-negotiate the agreement, cancel the agreement, or offer an amended agreement for reduced or alternate services.
- c) If the Work Plan contains proposed methods or approaches, functions, tasks, or activities known by CDHS to be ineffective or determined to be unacceptable, CDHS reserves the right to require the substitution of comparable or alternate items (e.g., methods or approaches, functions, tasks, or activities, etc.) that can be performed to accomplish the stated goals and objectives.

3) Work Plan content

Complete Work Plan (**Attachment 7**). As indicated on the form, complete the following items:

a) **Goal**

To provide domestic violence contracted agencies and their subcontractors with a website that is interactive, informational, resourceful, and includes information for ongoing reporting requirements.

- i. If the goals differ annually or each budget period, include separate Work Plan sheets for each contract year or budget period.
- ii. If the goals will remain constant throughout the agreement term include only one set of Work Plan sheets and use the Time Line column to specify the performance period.
- iii. Start a new page for each new goal.

b) **Objectives or outcomes** that will be employed to attain goal:

- i. If the objectives differ each contract year or budget period, include separate Work Plan sheets for each budget period.
- ii. If the objectives will remain constant throughout the agreement term, include only one set of Work Plan sheets and use the Time Line column to specify the performance period

c) **Major tasks/activities and functions** that will be performed in the order they are likely to occur. Include the following information for each task/activity or function in the work plan:

- i. Indicate **who is responsible** for performing each major task/activity or function.

If the responsible party's identity is known, identify a name or position title of key personnel, subcontractors, and/or consultants that will perform the work.

If the responsible party's identity is not yet known, identify a project name/title and indicate "TBD" which is the abbreviation for "to be determined".

- ii. Include a **projected time line** for each major task/activity or function.

Where applicable, indicate the approximate start and end dates. If a task/activity or function will only occur in one budget period or year, indicate the beginning and ending month and year.

If desirable, in addition to start and end dates, you may use other terms such as start-up, on-going, continuous, quarterly, annually, etc. to describe the performance time line.

- iii. Identify all deliverables and explain/describe how you intend to measure or prove successful completion of each major task, function or activity.

If applicable, identify the key events or outcomes that will signify completion or identify tangible items (deliverables) that will result at the conclusion of the various tasks/activities or functions. Indicate the anticipated date or time frame for submission of each tangible deliverable e.g., final report to be submitted within 30 days prior to agreement end date.

g. Management Plan section

- 1) Describe the quality control mechanisms or protocols that you will employ to ensure that all tasks, activities and functions are completed effectively and in a timely manner.
- 2) Describe how you will effectively coordinate, manage and monitor the efforts of the assigned staff, including subcontractors or consultants, if any, to ensure that all tasks, activities and functions are completed effectively and in a timely manner.
- 3) Describe your organizational structure which should display distinct lines of authority and reporting relationships between management and all staff including subcontractors and independent consultants. Include the organizational chart that identifies agency staff in Appendix Section of your application.
- 4) Describe the fiscal accounting processes or budgetary controls you will use to ensure accurate invoicing and responsible use of contract funds. Include at a minimum, a brief description of all of the following:
 - a) How the costs incurred under this project will be appropriately accounted for and only applicable expenses will be billed to CDHS (e.g., use of unique account/project codes, time sheets, expense records, etc.).
 - b) Your fiscal reporting and monitoring capabilities (e.g., spread sheets, automated fiscal reports, quality controls, checks and balances, etc.) to ensure contract funds are managed responsibly.
 - c) Desired billing or invoicing frequency (not more frequently than once per month). Electronic billing is not possible.
 - d) Identify the documentation that your organization will maintain on file or submit to CDHS upon request to prove, support and/or substantiate the expenses invoiced to CDHS.

h. Project Personnel section

- 1) Staffing Plan discussion
 - a) Include a brief discussion of how the number of projected personnel, projected full time equivalents, and proposed duties and responsibilities, are sufficient to accomplish all Scope of Work requirements in a successful and timely manner. Include resumes or duty statements of key staff.

- b) Briefly describe the policies or procedures that you will use to ensure that all personnel vacancies, if any, are filled expeditiously and that services are continued despite the presence of vacancies.
- c) If you propose to use subcontractors or consultants for performance under the resulting agreement, discuss the necessity for using each subcontractor and briefly explain what contributions their services and expertise will add to the project.

2) Changes to Proposed Staffing

- a) Contractor personnel, subcontractors, subject matter experts and/or independent consultant relationships proposed in response to this RFA should not be changed during the procurement process or prior to contract execution.
- b) The pre-identification of personnel, subcontractors, subject matter experts, or independent consultants does not affect CDHS' right to approve personnel or staffing selections or changes made after awards are made.
- c) Subcontractors are subject to all applicable requirements, terms and conditions, and procedures described in prime contractor's agreement resulting from this RFA.

i. Budget section

1) Basic content

- a) Budget forms (**Attachment 9a, 9c and 9e**) for each budget period.
- b) Subcontractor Budgets (**Attachment 9b, 9d and 9f**) for each budget period.
- c) Required cost justification and documentation described later in this section.

2) General instructions

- a) All Budget forms are provided as Excel worksheets with formulas that will subtotal and total amounts entered. Use the Excel worksheets to prepare your budget. These completed Excel worksheets are to be printed out and included as your budget pages in your application.
- b) When completing the Budget forms (Excel worksheets), project all estimated costs to perform the services for the entire term, including applicable annual rate adjustments attributable to merit increases or cost of living adjustments, etc.

3) Prohibited Expenses

The following expense categories or types are disallowed for this project:

- a) Bonuses/Commissions: Reimbursement for any bonus or commission to any individual, organization, or firm.

- b) Lobbying: Reimbursement is not allowed for lobbying activities.
- c) Fundraising: Reimbursement is prohibited for organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.
- d) Purchase of Real Property: Reimbursement of expenses for real property, including land, structures, and their attachments are disallowed.
- e) Interest: Reimbursement of interest payments is not allowed.
- f) Lease-Purchase Options: Reimbursement for a lease-purchase option for the acquisition of any equipment is prohibited.

4) Required Budget Detail

- a) On each Budget form (Excel worksheet); provide specific cost breakdowns for the budget line items identified in this section.
- b) All unit rates/costs, if any (i.e., square footage, salary rates/ranges, hourly rates, etc.), must be multiplied out and totaled for each budget period.
- c) Please report costs using whole dollars only. Round fractional dollar amounts or cents to the nearest whole dollar amount.
- d) If additional pages or lines are needed, you may insert lines or add a page to the worksheet. Use as many pages as are necessary to display the budgeted costs for the term specified. The Budget forms (Excel worksheets) included in this RFA are not intended to dictate the specific costs that can be claimed for reimbursement, but are intended to show the required format for reporting proposed budget expenses.
- e) Identify your projected detailed expenses for each line item identified below by following the instructions herein.

i. Personnel costs

- A. Identify each funded position title or classification.
- B. Indicate the number of personnel in each position/classification.
- C. Enter the full time equivalent (FTE) or annual percentage of time/effort for each position (i.e., full time = 100%, 3/4 time = 75%, 1/2 time = 50%, 1/4 time = 25%, number of hours, if hourly, etc.) on the worksheet.
- D. Enter the monthly salary rate or range for each position/classification. Include paid leave benefits such as sick leave, vacation, annual leave, holiday pay, overtime, shift differentials, etc. in the salary rates or ranges. Remember to include anticipated merit and cost of living adjustments.
- E. The worksheet will multiply the monthly amount by the FTE percentage you have entered. That will provide an annual total for each position/classification.
- F. If applicable, enter \$0 if no personnel costs will be incurred.
- G. The worksheet will total lines and provide the grand total for salary/wage expenses.

ii. Fringe Benefits

Enter fringe benefit expenses on the worksheet including, but not limited to, employer paid social security, worker's compensation insurance; unemployment insurance, health, dental, vision and/or life insurance; disability insurance; pension plan/retirement benefits; etc.

- A. Display fringe benefit costs either as a percentage rate of total personnel costs or as a total cost if some positions are not benefited or the rate varies from position to position. If a percentage rate is used, enter the applicable rate on the worksheet.
- B. If applicable, enter \$0 if no fringe benefit costs will be incurred.

iii. Operating Expenses (also referred to as General expenses)

Identify all direct project costs. Direct project costs may include but are not limited to the following expense items:

- A. Facility rental (i.e., office space, storage facilities, etc.). Include the amount of square footage and the rate per square foot.
- B. Consumable office supplies.
- C. Minor equipment purchases (i.e., items with a unit cost of less than \$5,000 and a useful life of one year or more).
- D. Telecommunications (i.e., telephone or cellular telephones, fax, Internet service provider fees, etc.).
- E. Reproduction/printing/duplication.
- F. Postage or messenger/delivery service costs.
- G. Equipment/furniture rental/lease and maintenance.
- H. Software (including license fees, upgrade/maintenance fees, etc.).
- I. If applicable, enter \$0 if no operating expenses will be incurred.

iv. Equipment Expenses

- A. CDHS **will not** reimburse major equipment purchases under the resulting agreement.
- B. CDHS primarily classifies equipment as Major Equipment, Minor Equipment and Miscellaneous Property. Major Equipment is defined as a tangible or intangible item with a base unit cost of \$5,000 or more and a life expectancy of one year or more that is purchased or reimbursed with agreement funds. Major equipment expenses, when allowed, is budgeted in this expense line item. Minor Equipment is defined as a tangible item with a base unit cost of less than \$5,000 and a life expectancy of one year or more and is on CDHS' Minor Equipment List and that is purchased or reimbursed with agreement funds. Minor equipment expenses, when allowed, are budgeted as an operating expense.
- C. **Enter \$0 in this line item.**

v. Subcontract Expenses

- A. Specify a total cost for all subcontracted services (including those performed by independent consultants) and enter the amounts on the worksheet.
Subcontractors include any persons/firms performing contract services that are not on the Applicant's payroll.
- B. If you intend to use subcontractors (including independent consultants), provide the information below depending on whether subcontractors are known/pre-identified or have yet to be determined.
- C. For **known/pre-identified** subcontractors or independent consultants, identify each subcontractor/consultant by name and include a separate expense breakdown for each of the subcontractor's costs for personnel expenses including fringe benefits, operating/general expenses, travel, subcontracts and indirect costs. **Use Attachments 9b, 9d and 9f if more than two subcontracts are anticipated.**
- D. For **unknown/unidentified** subcontractors or independent consultants, list a title for each subcontracted activity/function and indicate a total projected cost for each activity/function to be out sourced.
- E. If applicable, enter \$0 if no subcontract expenses will be incurred.

vi. Travel Expenses

- A. Indicate the total cost for travel and per diem. Include costs for expenses such as airfare, mileage reimbursement, parking, toll bridge fees, taxicab fares, overnight lodging and meal expenses, etc.
- B. If applicable, enter \$0 if no travel expenses will be incurred.

vii. Other Costs

- A. Enter here those direct project expenses that do not clearly fit into the other budget line items. Such costs may include, but are not limited to training/conference registration fees, publication production costs, costs for educational material development or other items unique to performance.
- B. If any service, product or deliverable will be provided on a fixed price or lump sum basis, name the items and/or deliverable and indicate "fixed price" or "lump sum" next to the item along with the price or fee.
- C. If applicable, enter \$0.

viii. Indirect Costs

- A. Enter your indirect costs as a percentage rate on the worksheet.

Applicants must contain indirect costs at a rate no greater than **15%** of total personnel costs excluding benefits. CDHS will deem an application non-responsive if an applicant offers an indirect cost rate that exceeds this limit.

- B. If applicable, enter \$0.

ix. Total Costs

The worksheet will total the annual cost for the stated fiscal year or budget period. If you have altered the worksheet, you will want to make sure all itemized costs equal this figure when added together.

5) Required cost justification/documentation

On a separate page (from the Excel worksheets), include the following narrative information to explain the reasonableness and/or necessity of the proposed budgeted costs appearing on the Budget Attachments.

a) Discuss how the number of project-funded staff, their proposed duties and time commitments are sufficient to achieve the proposed services and activities.

b) Include wage and/or salary justifications, including but not limited to:

i. How salary rates or ranges were determined.

Note: The salaries paid to contract personnel should not exceed rates paid to State civil service personnel performing comparable work. CDHS reserves the right to limit salary reimbursement to levels that are comparable to those of civil service employees.

ii. Explain any cost of living, merit or other salary adjustments that are included in the personnel line item. Explain how the amount of each adjustment was determined and explain the frequency or interval at which the adjustment is to be granted. **This only applies if you included merit increases, cost of living, or other salary adjustments in the personnel expense line item.**

Note: The merit and cost of living adjustment paid to contract personnel should not exceed rates paid to State civil service personnel performing comparable work. CDHS reserves the right to limit reimbursement of merit and cost of living adjustments to levels that are comparable to those of civil service employees.

iii. Identify and/or explain the expenses that make up fringe benefit costs. Typical fringe benefit costs can include employer paid social security, worker's compensation insurance; unemployment insurance, health, dental, vision and/or life insurance; pension plan/retirement benefits; etc.

iv. If applicable, identify any positions that do not earn fringe benefits and/or that receive different benefit levels.

c) Subcontractor/independent consultant use and fees/rates and costs. **This requirement only applies if subcontractor (including independent consultant) costs are budgeted.**

- i. Discuss the necessity of using each subcontractor and/or independent consultant. Explain what contributions their services and expertise will add to this project.
 - ii. Provide a justification for the fees/wages budgeted for **known/pre-identified** subcontractors (including independent consultants). Include information, such as, but not limited to, the subcontractor's or consultant's current pay rate, past wage/salary/fee history, standard industry rates paid for comparable/similar services. If applicable, explain other factors you used to determine the proposed pay levels such as notoriety in a specific field, possession of expert credentials, etc. that explain the reasonableness of the proposed costs/fees or wage rates.
 - iii. For **unknown/unidentified** subcontractors (including consultants), explain how you determined the amount to budget for each proposed subcontracted activity or function.
- d) Travel expense justification/explanation. **This requirement only applies if travel expenses are budgeted.**
- i. If you propose travel expenses equal to \$10,000 or more in any budget period, itemize all major travel and per diem expenses. At a minimum, include an estimated number of trips, to and from destinations, length of travel per trip (i.e., number of days and nights), and number of travelers and mode of transportation.
 - ii. **Note:** Travel reimbursement generally may not exceed the current rates paid to nonrepresented State employees.

Expenses exceeding current State rates must be explained and justified and are subject to prior CDHS approval. See Exhibit G, Travel Reimbursement Information.

State employees receive discounted lodging rates in many areas. In justifying per diem costs, indicate if you do not have access to discounted rates.
 - iii. If travel expenses are less than \$10,000 in any budget period, briefly explain how you estimated your proposed travel costs.
- e) Other costs explanation. **This requirement only applies if "Other costs" are budgeted.**
- i. Itemize each expense item making up the "Other Costs" line item.
 - ii. Explain why each expense item is necessary. Also, explain how you determined the amount of each expense.
 - iii. If you offered any services or deliverables on a fixed price or lump sum or fixed-price basis, explain how you determined the price or cost.
- j. Appendix section

Place the following documentation in the Appendix section of your application in the order shown below.

1) Proof of Corporate status

If the Applicant is a Corporation, submit a copy of your organization's most current Certificate of Status issued by State of California, Office of the Secretary of State or submit a downloaded copy of your firm's on-line status information from the California Business Portal website. Submit an explanation if you cannot submit this documentation. Unless otherwise specified, do not submit copies of your organization's Bylaws or Articles of Incorporation.

2) Proof of Nonprofit status

Nonprofit organizations must prove they are legally eligible to claim "nonprofit" and/or tax-exempt status by submitting a copy of an IRS determination letter indicating nonprofit or 501 (C)(3) (3) tax-exempt status. Submit an explanation if you cannot supply this documentation.

k. Forms section

Complete, sign and include the forms/attachments listed below. When completing the attachments, follow the instructions in this section and any instructions appearing on the cited attachment. After completing and signing the applicable attachments, assemble them in the order shown below. Remember to place all originals in the application package marked "Original" and photocopies in other required application sets.

Attachment and/or Documentation	Instructions
Required Attachment/Certification Checklist (Attachment 2)	1) Check each item with "Yes" or "N/A", as applicable, and sign the form. If necessary, explain your responses. 2) If an applicant marks "Yes" or "N/A" and makes any notation on the checklist and/or attaches an explanation to the checklist to clarify their choice, CDHS considers this a "qualified response". Any "qualified response", determined by CDHS to be unsatisfactory or insufficient to meet a requirement, may cause an application to be deemed non-responsive or ineligible for funding.
Business Information Sheet (Attachment 3)	Completion of the form is self-explanatory.
Client References (Attachment 4)	Completion of the form is self-explanatory.

Attachment and/or Documentation	Instructions
CCC 1005 – Certification (Attachment 5)	Complete and sign this form indicating your willingness and ability to comply with the Contractor Certification Clauses appearing in this Attachment. The attachment supplied in this bid represents only a portion of the contractor information in this document. Visit this website to view the entire document: http://www.ols.dgs.ca.gov/Standard+Language/default.htm .
Payee Data Record (Attachment 6)	Complete and return this form, <u>only</u> if you have not previously entered into a contract with CDHS. If uncertain, complete and return the form.

N. Application Submission

1. Submission Instructions

- a) Assemble an original and five (5) copies of your Application together. Place the Application set marked "Original" on top, followed by the five (5) extra copies.
- b) Place all Application copies in a single envelope or package, if possible. Seal the envelope or package.
- c) If you submit more than one envelope or package, carefully label each one as instructed below and mark on the outside of each envelope or package "1 of X", "2 of X", etc.
- d) Mail or arrange for hand delivery of your application to the Department of Health Services, MCAH/OFP Branch. Applications may not be transmitted electronically by fax or email.
- e) The MCAH/OFP Branch must receive your Application, regardless of postmark or method of delivery, by **4:00 p.m. on February 6, 2007.** Late applications will not be reviewed or scored.
- f) Label and submit your Application using one of the following methods.

Hand Delivery or Overnight Express:	U.S. Mail:
Application – RFA 07- 65009 Department of Health Services Maternal, Child and Adolescent Health/ Office of Family Planning Branch Pete Wan-Dremel, Contract Manager 1615 Capitol Avenue, MS Code 8305 P.O. Box 997420 Sacramento, CA 95899-7420	Application – RFA 07- 65009 Department of Health Services Maternal, Child and Adolescent Health/ Office of Family Planning Branch Pete Wan-Dremel, Contract Manager 1615 Capitol Avenue, MS Code 8305 P.O. Box 997420 Sacramento, CA 95899-7420 Fax: (916) 650-0309
Insert “ Application – RFA 07-65009 BWSP SafeNetwork Domestic Violence Website ” in the subject line of each application.	

g) Applicant warning

CDHS’ internal processing of U.S. mail may add 48 hours or more to the delivery time. If you mail your Application, consider using certified or registered mail and request a receipt upon delivery.

If you choose hand delivery, allow sufficient time to locate on street metered parking and to sign-in at the security desk. Be prepared to give security personnel this telephone number (916) 650-0339 and this CDHS personnel contact name Pete Wan-Dremel if detained at the security desk.

2. Proof of timely receipt

- a. CDHS staff will log and attach a date/time stamped slip or receipt to each application package/envelope received. If an application envelope or package is hand delivered, CDHS staff will give a receipt to the hand carrier upon request.
- b. To be timely, CDHS’ personnel must physically receive each application at the stated delivery address no later than **4:00 p.m. on February 6, 2007**. The application submission due date. Neither delivery to the department’s mailroom or a U.S. postmark will serve as proof of timely delivery.
- c. CDHS will deem late applications non-responsive.

3. Applicant costs

Applicants are responsible for all costs of developing and submitting an application. Such costs cannot be charged to CDHS or included in any cost element of an Applicant’s proposed budget.

O. Evaluation and Selection

A multiple stage evaluation process will be used to review and/or score applications. CDHS may reject any application found to be non-responsive at any stage of evaluation.

1. Stage 1 – Application Checklist review

- a. Shortly after the application submission deadline, CDHS staff will convene to review each application for timeliness, completeness and initial responsiveness to the RFA requirements. This is a pass/fail evaluation.
- b. In this review stage, CDHS will compare the contents of each Application to the claims made by the Applicant on the Application Checklist to determine if the Applicant's claims appear to be accurate.
- c. If deemed necessary, CDHS may at its sole discretion, collect additional documentation (i.e., missing forms, missing data from RFA attachments, missing signatures, etc.) from an Applicant to confirm the claims made on the Application Checklist and to ensure that the Application is initially responsive to the RFA requirements.
- d. If an Applicant's claims on the Application Checklist cannot be proven or substantiated, the Application may be deemed non-responsive and rejected from further consideration.

2. Stage 2 – Application evaluation/scoring

- a. Applications that are timely and appear to meet basic format requirements, initial competition requirements and contain the required documentation, as evidenced by passing the Stage 1 review, will be submitted to a rating committee.

Raters will individually and/or as a team review, evaluate and numerically score applications based on the Application's adequacy, thoroughness, the degree to which it complies with the RFA requirements, and meets CDHS' program needs.

- b. CDHS will use the following scoring system to assign points. Following this chart is a list of considerations that raters may take into account when assigning points to an application.

Points	Interpretation	General basis for point assignment
0	Inadequate	Application response (i.e., content and/or explanation offered) is inadequate or does not meet CDHS' needs/requirements or expectations. The omission(s), flaw(s), or defect(s) are significant and unacceptable.
2	Barely Adequate	Application response (i.e., content and/or explanation offered) is barely adequate or barely meets CDHS' needs/requirements or expectations. The omission(s), flaw(s), or defect(s), are inconsequential and acceptable.
4	Fully Adequate	Application response (i.e., content and/or explanation offered) is fully adequate or fully meets CDHS' needs/requirements or expectations. The omission(s), flaw(s), or defect(s), if any, are inconsequential and

Points	Interpretation	General basis for point assignment
		acceptable.
6	Excellent or Outstanding	Application response (i.e., content and/or explanation offered) is above average or exceeds CDHS' needs/requirements or expectations. Minimal weaknesses are acceptable. Applicant offers one or more enhancing feature, solution, method or approach that will enable performance to exceed CDHS' basic expectations.

- c. In assigning points for individual rating factors, raters may consider issues including, but not limited to, the extent to which an application response:
- 1) Is lacking information, lacking depth or breadth, or lacking significant facts and/or details, and/or
 - 2) Is fully developed, comprehensive and has few if any weaknesses, defects or deficiencies, and/or
 - 3) Demonstrates that the Applicant understands CDHS' needs, the services sought, and/or the contractor's responsibilities, and/or
 - 4) Illustrates the Applicant's capability to perform all services and meet all scope of work requirements, and/or
 - 5) If implemented, will contribute to the achievement of CDHS' goals and objectives, and/or
 - 6) Demonstrates the Applicant's capacity, capability and/or commitment to exceed regular service needs (i.e., enhanced features, approaches, or methods, creative or innovative business solutions).
- d. Below are the point values and weight values for each rating category that will be scored.
- 1) Applications will be scored on a scale of 0 to 234 points, as follows:

<u>Rating Category</u>	<u>Points</u>	<u>X</u>	<u>Weight</u>	<u>=</u>	<u>Total</u>
Abstract	30	X	0.5	=	15
Statement of Needs	30	X	0.5	=	15
Agency Capability	60	X	1.0	=	60
Work Plan	36	X	2.0	=	72
Management Plan	36	X	0.5	=	18
Project Personnel	18	X	1.5	=	27
Budget	54	X	0.5	=	27
Grand Total					234

- 2) DHS will consider an Application technically deficient and non-responsive if the application earns a score that is less than 164 points. Non-responsive Applications may not be funded.

P. Application Rating Factors

Raters will use the following criteria to score each Application.

1. Abstract

Abstract Rating Factors	Points Possible	Points Earned
To what extent did the Applicant clearly express the amount of funds sought for the agreement term and describe a single or collaborative effort for this project? If a collaborative effort is indicated, to what extent did the Applicant clearly describe the primary roles of each collaborative organization?	6	
To what extent did the Applicant clearly identify the target audience?	6	
To what extent did the Applicant clearly portray the consequences that will result if its application is not funded or not fully funded?	6	
To what extent did the Applicant clearly demonstrate that it can effectively integrate this project into its current obligations and existing workload?	6	
To what extent did the Applicant indicate how organizations in the community may/will contribute to the project?	6	
Abstract Score (30 points) _____ Points earned X 0.5 = _____		

2. Statement of Needs

Statement of Needs Rating Factors	Points Possible	Points Earned
To what extent did the Applicant clearly describe the problems, obstacles, and/or issues that it hopes to address if funded?	6	
To what extent did the Applicant clearly describe what service gaps will be met or improved?	6	
To what extent did the Applicant clearly describe what conditions will be changed?	6	
To what extent did the Applicant clearly describe which short or long term goals and objectives will be accomplished?	6	
To what extent did the Applicant clearly describe what health indicators will be impacted and how?	6	
Statement of Needs Score (30 points) _____ Points earned X 0.5 = _____		

3. Agency Capability

Agency Capability Rating Factors	Points Possible	Points Earned
Upon reviewing the Applicant's description of its mission and goals, to what extent are the Applicant's mission and goals relevant, closely related, or will complement the services outlined in the Scope of Work?	6	
Upon reviewing the Applicant's description of its accomplishments, to what extent are those accomplishments related to and/or relevant to the services outline in the Scope of Work?	6	
Upon reviewing the Applicant's description of its relationships, such as partnerships, collaborations, or arrangements with other service providers in the community and/or policy makers or coalitions, to what extent did the Applicant describe relationships that will ensure effective delivery of services?	6	
From the experience described in its application, to what extent does the Applicant possess applicable experience in both competency and experience with website development, design, and maintenance? These criteria may be met through the combined agency capability and through qualified subcontractors. It is incumbent upon the applicant to specifically describe the capability of any proposed subcontractors in the Agency Capability section, and to include memoranda of understanding for each subcontractor.	6	
From the experience described in this application, to what extent does the Applicant possess applicable experience in developing, analyzing, and interpreting needs assessments?	6	
From the experience described in its application, to what extent does the Applicant possess applicable experience in developing marketing plans?	6	
From the experience described in this application, to what extent does the Applicant possess experience in designing, coordinating, and developing a website that is culturally, linguistically and scientifically competent and appropriate for different audiences?	6	
From the experience described in this application, to what extent does the Applicant possess applicable experience in designing and implementing technical assistance resources for users?	6	
From the experience described in this application, to what extent does the Applicant possess applicable experience in addressing or dealing with domestic violence issues including but not limited to, its dynamics, special issues for unserved/underserved communities, and on-line safety and privacy, and confidentiality for domestic violence victims accessing information on-line.	6	
Upon reviewing the Applicant's description of its current computer-based technology, capabilities and activities operating within the applicant agency, including how these aspects are integrated into day-to-day agency operations, how well did the Applicant describe how these capabilities will be utilized in the provision of proposed website activities?	6	
Agency Capability Score (60 points) _____ Points earned X 1.0 = _____		

3. Work Plan

Work Plan Rating Factors	Points Possible	Points Earned
To what extent are the Applicant's overall approaches and/or methods comprehensive and/or technically sound?	6	
To what extent are the proposed procedures, methods and approaches appropriate and reasonable (i.e., if implemented are they likely to produce the desired results)?	6	
To what extent does the Applicant describe in detail the specific actions (i.e., tasks/activities and functions) that the Applicant will perform to fulfill the Scope of Work requirements?	6	
To what extent will the Applicant perform the tasks/activities and functions in a logical order?	6	
To what extent are the proposed performance time lines realistic and achievable?	6	
To what extent did the Applicant adequately demonstrate how it will measure and/or prove the completion of major activities (i.e., identification of key events/outcomes or deliverables and delivery dates)?	6	
Work Plan Score (36 points) _____ Points earned X 2.0 = _____		

4. Management Plan

Management Plan Rating Factors	Points Possible	Points Earned
To what extent has the Applicant demonstrated that it has adequate quality control measures in place to ensure that all tasks, activities, and functions are completed effectively and in a timely manner?	6	
To what extent has the Applicant demonstrated its capability to effectively coordinate, manage and monitor the efforts of assigned staff (including subcontractors and consultants) to ensure that work is effectively completed and timely?	6	
Upon reviewing the Applicant's description of its fiscal accounting processes and budgetary controls, to what extent are the fiscal processes and controls adequate to ensure accurate invoicing?	6	
Upon reviewing a description of its fiscal accounting processes and budgetary controls, to what extent does the Applicant has appropriate fiscal reporting and fiscal monitoring capabilities to ensure contract funds are managed responsibly?	6	
Upon reviewing a description of its fiscal accounting processes and budgetary controls, to what extent has the Applicant demonstrated that it will maintain appropriate documentation to prove, support or substantiate the expenses invoiced to DHS?	6	

Management Plan Rating Factors	Points Possible	Points Earned
Upon reviewing the Applicant's organization chart in the Appendix Section, to what extent is the Applicant's organizational structure sound with distinct lines of authority and reporting relationships between management and all staff including subcontractors and independent consultants?	6	
Management Plan Score (36 points) Points earned X 0.5 = _____		

5. Project Personnel

Project Personnel Rating Factors	Points Possible	Points Earned
Upon reviewing the Applicant's staffing plan and resumes or duty statements of key staff; to what extent has the Applicant allocated a sufficient number of staff at appropriate position levels or classifications to perform the full range of services?	6	
Upon reviewing the Applicant's administrative policies and procedures, to what extent will the policies/procedures lead to timely recruitment and selection of staff when vacancies arise?	6	
Upon reviewing the Applicant's description of proposed use of subcontractors or consultants and Letters of Agreements with subcontractors or consultants, to what extent has the Applicant adequately discussed the necessity for using each subcontractor or consultant and the experience and expertise that each subcontractor or consultant will add to the project?	6	
Project Personnel Score (18 points) Points earned X 1.5 = _____		

6. Budget

Budget Rating Factors	Points Possible	Points Earned
Upon reviewing the Budget forms, has the Applicant proposed a good use of the contract funds?	6	
Upon reviewing the Budget forms, has the Applicant allocated sufficient funds to each budget line item in each budget period?	6	
Upon reviewing the Budget forms, has the Applicant allocated sufficient funds to support the major program objectives or elements?	6	
Upon reviewing the Budget forms, are the amounts allocated to the individual line items reasonable with none of the line item totals appearing excessive or out of proportion to the other line items?	6	

Budget Rating Factors	Points Possible	Points Earned
To what extent do the budget justifications and explanation supplied by the Applicant show that the costs are reasonable and/or appropriate?	6	
Upon reviewing the proposed salary/wage rates for in-house and subcontracted personnel, do the rates appear to be reasonable based on the assigned level of responsibility and/or comparability to civil service classifications?	6	
Is there an appropriate balance between the costs allocated for in-house staff versus subcontracted personnel? 4 points will be earned if subcontracted costs are more than 25% of the personnel line item (excluding benefits). Up to 6 points will be earned if subcontracted costs are 25% or less or the personnel line item (excluding benefits).	6	
Does it appear that the Applicant's Total Operating costs are reasonable and have been kept to a minimum?	6	
To what extent are the proposed minor "Equipment" expenses reasonable (i.e., only necessary items are scheduled, the unit rates are reasonable when compared to known market prices, and the number of units are reasonable for the number of staff that will use the equipment)? Full points may be earned even if no equipment expenses will be incurred.	6	
Budget Section Score (54 points) _____ Points earned X 0.5 = _____		

Q. Procurement Requirements and Information

1. Non-responsive applications

In addition to any condition previously indicated in this RFA, the following occurrences **may** cause CDHS to deem an application non-responsive.

- a. Failure of the Applicant to:
 - 1) Meet application format/content or submission requirements including, but not limited to, the sealing, labeling, packaging and/or timely and proper delivery of applications.
 - 2) Pass the Application Checklist review (i.e., by not marking "Yes" to applicable items or by not appropriately justifying, to CDHS' satisfaction, all "N/A" designations).
- b. If an Applicant submits an application that is materially incomplete or contains material defects, alterations or irregularities of any kind.
- c. If an Applicant supplies false, inaccurate or misleading information or falsely certifies compliance on any RFA attachment.

- d. If CDHS discovers, at any stage of the selection process or upon contract award, that the Applicant is unwilling or unable to comply with the contractual terms, conditions and exhibits cited in this RFA or the resulting agreement.
- e. If other irregularities occur in an Application response that is not specifically addressed herein.

2. Withdrawal and/or Resubmission of Applications

a. Withdrawal deadlines

An applicant may withdraw an application at any time before the submission deadline.

b. Submitting a withdrawal request

- 1) Submit a written withdrawal request, signed by an authorized representative of the Applicant.
- 2) Label and submit the withdrawal request using one of the following methods.

U.S. Mail, Hand Delivery or Overnight Express:	Fax:
Withdrawal – RFA 07- 65009 Department of Health Services Maternal, Child and Adolescent Health/ Office of Family Planning Branch Pete Wan-Dremel, Contract Manager 1615 Capitol Avenue, MS Code 8305 P.O. Box 997420 Sacramento, CA 95899-7420	Withdrawal – RFA 07- 65009 Department of Health Services Maternal, Child and Adolescent Health/ Office of Family Planning Branch Pete Wan-Dremel, Contract Manager Fax: (916) 650-0309
Email: pwandrem@dhs.ca.gov Insert “ Withdrawal – RFA 07- 65009 ” in the subject line of the email message.	

- 3) Applicants must call (916) 650-0339 to confirm receipt of a faxed or email withdrawal request. Follow-up the faxed or email request by mailing or delivering the signed original withdrawal request within 48 hours after transmitting a faxed or email request.

An originally signed withdrawal request is generally required before CDHS will return an application to an Applicant. CDHS may grant an exception if the Applicant informs CDHS that a new or replacement application will immediately follow the withdrawal.

c. Resubmitting an application

After withdrawing an application, Applicants may resubmit a new application according to the application submission instructions. Replacement applications must be received at the stated place of delivery by the application due date and time.

3. Awards and appeals

a. Awards

- 1) Award, if made, will be to the responsive Applicant deemed qualified and eligible for funding by CDHS.
- 2) CDHS shall make awards only after CDHS posts or issues Award Notice(s). CDHS expects to post/issue Intent to Award Notice(s) before the close of business on **February 27, 2007**. Award notices will be available for viewing at: www.mch.dhs.ca.gov.
- 3) CDHS will mail or email a copy of the Award Notice listing to all organizations that submitted an application.
- 4) CDHS will confirm the award with the Applicant selected for funding after the appeal deadline or if no appeals are received. CDHS personnel may confirm an award verbally or in writing.

b. Appeals

1) Who can appeal

Only non-funded applicants that submit a timely application that complies with the RFA instructions may file an appeal.

2) Grounds for appeal

Appeals are limited to the grounds that CDHS failed to correctly apply the standards for reviewing applications in accordance with this RFA.

Applicants may not appeal solely on the basis of funding level. There is no appeal process for late or substantially incomplete applications.

3) Appeal content

The written appeal must fully identify the issue(s) in dispute, the practice that the appellant believes CDHS has improperly applied in making its award decision(s), the legal authority or other basis for the appellant's position, and the remedy sought.

4) Submitting an appeal

Written letters appealing CDHS' final award selection must be received no later than **4:00 p.m. on March 6, 2007**.

Hand deliver, mail, or fax an appeal to the address below. Label, address, and submit a letter of appeal using one of the following methods.

U.S. Mail, Hand Delivery or Overnight Express:
Appeal to RFA 07- 65009 Department of Health Services Maternal, Child & Adolescent Health/ Office of Family Planning Branch Attention: Les Newman, Assistant Branch Chief 1615 Capitol Avenue, MS Code 8300 P.O. Box 997420 Sacramento, CA 95899-7420 Phone: (916) 650-0300
Or Fax:
Appeal to RFA 07- 65009 Department of Health Services Maternal, Child and Adolescent Health/ Office of Family Planning Branch Attention: Les Newman, Assistant Branch Chief 1615 Capitol Avenue, P.O. Box 942340, MS8300 Sacramento, CA 94234-7320 Phone: (916) 650-0300 Fax: (916) 650-0309

For faxed appeals

Dial the telephone number shown here to confirm receipt of the fax transmission:

Pete Wan-Dremel

(916) 650-0339

5) Appeal Process

Only timely and complete appeals that comply with the instructions herein may be considered. At its sole discretion, CDHS reserves the right to collect additional facts or information to aid in the resolution of any appeal.

Les Newman, Assistant Chief of the Maternal, Child and Adolescent Health/Office of Family Planning Branch, shall review each timely and complete appeal and may resolve the appeal by considering the contents of the written appeal letter.

The decision of the hearing official shall be final and there will be no further administrative appeal.

Appellants will be notified of the decisions regarding their appeal in writing within fifteen (15) working days of the review of the written appeal.

4. Disposition of Applications

- a. All materials submitted in response to this RFA will become the property of the Department of Health Services and, as such, are subject to the California Public Records Act (Government Code Section 6250, et seq.). CDHS will disregard any language purporting to render all or portions of any application confidential.
- b. Upon posting of Award Notices, all documents submitted in response to this RFA and all documents used in the selection process (e.g., review checklists, scoring sheets, letters of intent, etc.) will be regarded as public records under the California Public Records Act (Government Code Section 6250 et seq.) and subject to review by the public. However, application contents, applicant correspondence, selection working papers, or any other medium shall be held in the strictest confidence until the Award Notice is issued/posted.

5. Inspecting or obtaining copies of applications

- a. Who can inspect or copy application materials

Any person or member of the public can inspect or obtain copies of any application materials.

- b. What can be inspected / copied and when

- 1) After CDHS releases the RFA, any existing Applicants List (i.e., list of firms to whom the RFA is sent) is considered a public record and will be available for inspection or copying.
- 2) On or after the date CDHS posts/issues Award Notices, all applications, letters of intent, checklists and/or scoring/evaluation sheets become public records. These records shall be available for review, inspection and copying during normal business hours.

- c. Inspecting or obtaining copies of application materials

Persons wishing to view or inspect any application or award related materials must identify the items they wish to inspect and must make an inspection appointment by contacting **Pete Wandremel** at **(916) 650-0339**.

Persons wishing to obtain copies of application materials may visit CDHS or mail a written request to the CDHS office identified below. The requestor must identify the specific items they wish to have copied. Materials will not be released from State premises for the purposes of making copies.

Unless waived by CDHS, a check covering copying and/or mailing costs must accompany the request. Copying costs, when applicable, are charged at a rate of **ten cents** per page. CDHS will fulfill all copy requests as promptly as possible. Submit copy requests as follows:

Request for Copies – RFA 07- 65009

Department of Health Services
Maternal, Child and Adolescent Health/
Office of Family Planning Branch
Attention: Pete Wan-Dremel, Contract Manager
1615 Capitol Avenue, MS 8305
P.O. Box 997420
Sacramento, CA 95899-7420
Phone: (916) 650-0339

6. Verification of Applicant information

By submitting an application, Applicants agree to authorize CDHS to verify any and all claims made by the Applicant including, but not limited to, verification of prior experience and the possession of other competition requirements.

7. CDHS rights

In addition to the rights discussed elsewhere in this RFA, CDHS reserves the following rights.

a. RFA clarification / correction / alteration

- 1) CDHS reserves the right to do any of the following up to the application submission deadline:
 - a) Modify any date or deadline appearing in this RFA or the RFA Time Schedule.
 - b) Issue clarification notices, addenda, alternate RFA instructions, forms, etc.
 - c) Waive any RFA requirement or instruction for all applicants if CDHS determines that a requirement or instruction was unnecessary, erroneous or unreasonable. If deemed necessary by CDHS, CDHS may also waive any RFA requirement or instruction after the application submission deadline.
 - d) Allow Applicants to submit questions about any RFA change, correction, or addenda. When CDHS allows such questions, specific instructions will appear in the cover letter accompanying the document.
- 2) If this RFA is clarified, corrected, or modified, CDHS intends to post all clarification notices and/or RFA addenda at the following Internet Web address: www.mch.dhs.ca.gov

If CDHS decides, just before or on the submission due date, to extend the submission deadline, CDHS may in its sole discretion, choose to notify potential applicants of the extension by email, fax or telephone in addition to the Internet posting. CDHS will follow-up verbal notices in writing by mail, email or fax.

b. Insufficient responsive / non-responsive applications / additional awards / altered awards

If in CDHS' opinion, the state's interests will be better served, CDHS reserves the right at its sole discretion to take any of the actions described below. These actions may be initiated at the onset of various events including but not limited to a determination that an insufficient number of applications are responsive, additional funding is identified, anticipated funding decreases,

geographic service coverage is insufficient, applicant funding needs exceed available funding, etc.

- 1) Offer agreement modifications or amendments to funded organizations for increased or decreased services and/or increased/decreased funding following successful negotiations;
- 2) Re-evaluate assigned scores and/or CDHS' preset passing point and amend either or both;
- 3) Open an additional or consecutive application acceptance period to invite additional interested organizations to submit applications for funding;
- 4) Extend the application acceptance period beyond the date indicated in the RFA to invite additional interested organizations to submit applications for funding;
- 5) Conduct a focused RFA process to solicit additional applications;
- 6) Extend the term of any resulting agreement and alter the funding amount;
- 7) Negotiate budget alterations and/or changes to scopes of work or work plans and opt not to make an award if satisfactory agreement cannot be reached.

c. Collecting information from Applicants

- 1) If deemed necessary, CDHS may request an Applicant to submit additional documentation or clarifying information during or after the Application review and evaluation process. CDHS will advise the Applicants orally, by fax, in writing, or other method of the required documentation/information and the time line for submitting the documentation/information. CDHS will follow-up oral instructions in writing by fax, email, or regular mail. Failure to submit the required documentation/information by the date and time indicated may result in a decreased application score or cause CDHS to deem an application non-responsive.
- 2) CDHS, at its sole discretion, reserves the right to collect, by mail, fax, email, or other method; the following omitted documentation and/or additional information.
 - a) Signed copies of any form submitted without a signature.
 - b) Data or documentation omitted from any submitted RFA attachment/form.
 - c) Information/material needed to clarify or confirm certifications or claims made by an Applicant.
 - d) Information/material or form needed to correct or remedy an immaterial defect in an Application.
- 3) The collection/review of additional applicant documentation may cause CDHS to extend the date for posting/issuing Award Notice(s). If CDHS changes the Award Notice posting/issuance date, CDHS will post or issue a notice as described in the CDHS Rights section, paragraph 7a,1),a).

d. Immaterial application defects

- 1) CDHS may waive any immaterial defect in any Application and allow the Applicant to remedy those defects. CDHS reserves the right to use its best judgment to determine what constitutes an immaterial deviation or defect.
- 2) CDHS' waiver of an immaterial defect in an Application shall in no way modify this RFA or excuse an Applicant from full compliance with all procurement requirements.

e. Correction of clerical or mathematical errors

- 1) CDHS reserves the right, at its sole discretion, to overlook, correct or require an Applicant to remedy any obvious clerical or mathematical errors occurring in the narrative portion of an application or on a Budget Attachment or other form.
- 2) If the correction of a mathematical error results in an increase or decrease in the total amount of funding sought, CDHS shall give the Applicant the option to accept the corrected amount or withdraw their application.
- 3) Applicants may be required to initial corrections to costs and dollar figures on any Budget Attachment or form if the correction of an error results in an alteration of the annual costs or total funds sought.
- 4) If a mathematical error occurs in a total or extended price and a unit price is present, CDHS will use the unit price to settle the discrepancy.

f. Right to remedy errors

CDHS reserves the right to remedy errors caused by:

- 1) CDHS office equipment malfunctions or negligence by agency staff,
- 2) Natural disasters (i.e., floods, fires, earthquakes, etc.).

g. No contract award or RFA cancellation

The issuance of this RFA does not constitute a commitment by CDHS to make one or more awards. CDHS reserves the right to reject all applications and to cancel this RFA if CDHS determines it is in the best interests of CDHS to do so.

h. Agreement amendments after award

CDHS reserves the right to amend any agreement resulting from this RFA. Amendments may include term extensions, scope of work modifications, budget or funding alterations, etc.

i. Proposed use of subcontractors and/or independent consultants

Specific subcontract relationships proposed in response to this RFA (i.e., identification of pre-identified subcontractors and independent consultants) shall not be changed during the procurement process or prior to agreement execution. The pre-identification of a subcontractor or independent consultant does not affect CDHS' right to approve personnel or staffing selections or changes made after the agreement is awarded.

j. Staffing changes after award

CDHS reserves the right to approve or disapprove changes in key personnel that occur after awards are made.

R. Contractual Terms and Conditions

Each funded applicant must enter a written agreement that may contain portions of the Applicant's application (i.e., Budget, Work Plan), Scope of Work, standard contractual provisions, a standard agreement, and the exhibits identified below. Other exhibits, not identified herein, may also appear in the resulting agreement.

The exhibits identified in this section contain contractual terms that require strict adherence to various laws and contracting policies. An Applicant's unwillingness or inability to agree to the proposed terms and conditions shown below or contained in any exhibit identified in this RFA may cause CDHS to deem an Applicant non-responsible and ineligible for an award. CDHS reserves the right to substitute the latest version of any form or exhibit listed below in the resulting agreement if a newer version is available.

The exhibits identified below illustrate many of the terms and conditions that may appear in the final agreement between CDHS and the funded applicants. Other terms and conditions, not specified in the exhibits identified below, may also appear in a resulting agreement. Some terms and conditions are conditional and may only appear in an agreement if certain conditions exist (i.e., agreement total exceeds a certain amount, federal funding is present, etc.).

In general, CDHS will not accept alterations to the General Terms and Conditions (GTC), CDHS' Special Terms and Conditions, the contents of other cited exhibits, or alternate language proposed or submitted by a prospective contractor.

1. Sample contract forms / exhibits

Exhibit Label	Exhibit Name
Exhibit A1	Standard Agreement (1 page)
Exhibit A	Scope of Work (16 pages)
Exhibit B	Budget Detail and Payment Provisions (4 pages)
Exhibit C – View on-line.	General Terms and Conditions (GTC 306). View or download this exhibit at this Internet site: http://www.ols.dgs.ca.gov/Standard+Language/default.htm .
Exhibit D(C)	Special Terms and Conditions (17 pages)
Exhibit E	Additional Provisions (2 pages)
Exhibit F	Contractor's Release (1 page) This exhibit is not applicable to agreements entered into with University of California campuses or California State University campuses.
Exhibit G	Travel Reimbursement Information (2 pages)

Exhibit Label	Exhibit Name
Exhibit H	Contractor Equipment Purchased with CDHS Funds (2 pages)
Exhibit I	Inventory/Disposition of CDHS Funded Equipment (2 pages)
Exhibit J	Payment Request Format (1 page)

2. Resolution of language conflicts (RFA vs. final agreement)

If an inconsistency or conflict arises between the terms and conditions appearing in the final agreement and the proposed terms and conditions appearing in this RFA, any inconsistency or conflict will be resolved by giving precedence to the final agreement.

S. Required Attachments

Attachment #	Attachment Name
Attachment 1	Application Cover Page
Attachment 2	Certification Checklist
Attachment 3	Business Information Sheet
Attachment 4	Client References
Attachment 5	CCC 1005 Certification
Attachment 6	Payee Data Record
Attachment 7	Work Plan Form
Attachment 8	Cost Proposal Form
Attachment 9a	Budget Detail Work Sheet (Year 1)
Attachment 9b	Subcontractor Budgets (Year 1) (If applicable)
Attachment 9c	Budget Detail Work Sheet (Year 2)
Attachment 9d	Subcontractor Budgets (Year 2) (If applicable)
Attachment 9e	Budget Detail Work Sheet (Year 3)
Attachment 9f	Subcontractor Budgets (Year 3) (If applicable)

T. Program Appendices

Appendix 1	Health & Safety Code
Appendix 2	Voluntary Letter of Intent